



NASA/ WVU IV&V Facility Policies and Procedures

OUT-PROCESSING PROCEDURE FOR EMPLOYEES

The purpose of this document is to establish and maintain a documented procedure for Out-Processing employees from the NASA IV&V Facility.

This procedure applies to all personnel working at the NASA IV&V Facility or personnel accessing computer resources of the NASA IV&V Facility (either on-site or remotely).

Note: The Employer has the responsibility to ensure that all government materials are returned to Security and Maintenance Services prior to the Employee leaving.

Procedure

1. The Employee shall download a copy of the Form 180-03A, NASA IV&V Out-Processing Form, from the IV&V Facility's Web Site at:
 - <http://www.ivv.nasa.gov/foremployees/documents/outprocessing.php>
2. The Employee shall electronically complete Sections 1 and 2 of the form and obtain initials from all of the designated officials described in Section 3. **Note: ALL DESIGNATED OFFICIALS MUST INITIAL! FAILURE TO PRODUCE PROPER INITIALS WILL RESULT IN REJECTION OF PAPERWORK!**
3. Upon the Employees last day, he/she shall present the completed form to Security and Maintenance Services.

Direct any questions regarding this policy / procedure to the NASA Associate of Operations